



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: REENTRY FACILITIES

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDED: NEW

APPROVED: Signature on File

EFFECTIVE:

I. APPLICABILITY

This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Reentry Facility License, owners, operators, volunteers, and staff members of licensed Reentry Facilities.

II. POLICY STATEMENT

Reentry Facilities **must** meet or exceed the minimum standards and requirements established in this policy to ensure a structured, positive, and safe environment for residents, reduce recidivism, provide employment assistance and treatment, promote public safety, maintain the principles of evidence based practices, and establish a seamless transition back to the community.

III. DEFINITIONS

- A. Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Reentry Facility License.
- B. Reentry Facility.** An ACC licensed facility providing housing and programming for one or more residents transferred to ACC. A residents' home or the residence of a resident's family member will not be considered a Reentry Facility for purposes of this directive. To operate a Reentry Facility in the state of Arkansas a person/group must apply for, obtain, and maintain an approved license from ACC.
- C. Licensing Authority.** ACC is the authority for licensing Reentry Facilities. Facilities are licensed for one year with provisions for renewal as specified in this policy and in the Request for Qualifications (RFQ) from the Arkansas Office of State Procurement (OSP).
- D. Reentry Officer:** The liaison between a licensed Reentry Facility and ACC for multiple issues. This officer has duties including, but not limited to, indirect caseload, reentry site visits,

community passes, security issues, reports, disciplinary issues, and walk away issues. They will provide transportation from an ADC facility to the Reentry Facility upon placement and back to ADC when necessary for disciplinary violations. They will work closely with Special Response Team and Reentry Team as needed.

- E. Reentry Housing Coordinator:** The individual assigned to monitor Reentry Facilities for compliance of policy, procedure, practice and contract stipulations; to monitor resident placement in facilities; to lead the License Review Teams; to report concerns and violations to the proper authority, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process between ACC and Reentry Facilities.
- F. Reentry Placement Coordinator:** The individual responsible for the screening and selection of inmates for placement in a Reentry Facility and other duties required for the ongoing operation of Reentry Facilities.
- G. Licensure Requirements.** The information referred to in this Administrative Directive given to applicants of a facility license listing the minimum items and areas that will be inspected during the application process.

IV. PROCEDURES

- A. Application:** Applicants may contact the Reentry Housing Coordinator for a Reentry Facility license packet. The application packet will also be posted on the ACC web site. Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet will be sent to the Reentry Housing Coordinator at the Central Office of ACC. The non-refundable fee for the initial Reentry Facility license is \$250. The non-refundable fee for the annual renewal of the Reentry Facility license is \$100. ACC reserves the right to waive licensing fees.

For initial licensure or proposed new location, the applicant must comply with all applicable laws including **AR Code § 12-25-101 (2012)**

(a) (1) No state agency, board, commission, or governing body of any municipality or county shall approve the location or construction of any community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other offense that would constitute a Class C felony or higher, even if the facility otherwise conforms to applicable zoning ordinances, until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.

(2) No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.

(b) All residents within one thousand feet (1000') of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the hearing.

The Housing Coordinator will review the application packet for completion and conduct the background checks on individuals submitted as staff (paid and volunteer) by the owner/operator. If all submitted paperwork is approved the Housing Coordinator will arrange for the physical inspection of the property and buildings.

B. Licensure: The Reentry Facility Review Team for the licensure and annual inspections of facilities will be determined by the Housing Coordinator, Reentry Officer, and Area Manager of ACC.

A Stage 1 Reentry Facility License will be granted for the applicant to be placed on the Office of State Procurement qualified vendor list. Qualifications to be granted a Stage 1 Reentry Facility License may include:

- Proof of a person, group, or organization capable of operating a Reentry Facility.
- Proof of a financial plan capable of sustaining an ongoing Reentry Facility operation.
- If the applicant is a current or former vendor for the State of Arkansas, proof of having been a viable operation without corrective action taken against them.

If placed on the qualified vendor list with a Stage 1 Reentry Facility License, the vendor will have 6 months from the date of that initial license to meet the requirements to obtain a Stage 2 Reentry Facility License. The Stage 2 license is the actual and final Reentry Facility License. No facility may admit residents without a Stage 2 Reentry Facility License. The requirements to obtain a Stage 2 license are included on the latest Administrative Directive on Reentry Facilities as well as the Minimum Requirements check list, and the ACC inspection of the facility.

Once a Stage 2 Reentry License has been obtained the vendor must provide the Office of State Procurement with a copy of that license that was issued by Arkansas Community Correction.

Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for reentry facilities maintained on separate premises, even though they are operated under the same management. The facility cannot accept resident placements until the license to operate an ACC Reentry Facility has been issued and the Office of State Procurement has placed the facility on the Qualified Vendor List.

The Housing Coordinator, for due cause, may recommend to the Chief Deputy Director that a facility license be suspended or revoked. The Chief Deputy Director may assign ACC staff or any other local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the denial to the Director of the agency within 30 days of the written recommendation for denial/suspension/revocation.

When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Coordinator no later than 30 days prior to the license's expiration.

All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection by ACC for the purpose of enforcing policy and regulations at any time, regardless of prior notification.

- C. Past Performance:** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendors past performance with the state may be used to determine if the vendor is “responsible”. Proposals submitted by vendors determined to be non-responsible shall be disqualified.
- D. Request for Qualifications:** In addition to obtaining a Reentry Facility license, the Reentry Facility must be placed on the Qualified Vendor List by properly responding to the Arkansas Community Correction RFQ for a Reentry Facility. The RFQ is available from the OSP.
- E. Billing:** When a facility has met the conditions of licensure and has been approved by the OSP to be placed on the Qualified Vendor list, ACC will reimburse the facility for resident housing at the approved reimbursement rate for up to the length of time stated in the RFQ. The billing process will follow the instructions stated on the RFQ and may include the use of electronic monitoring for housing verification. During a period of license suspension, payment may be withheld or reduced pending satisfactory implementation of an approved corrective action plan as specified in the Administrative Directive. The payment schedule for ACC and for residents is as follows:

Phase I: \$27.62*/day, paid from ACC to Reentry Facility

Phase II and III: \$11.62*/day paid from ACC to Reentry Facility and up to \$16.00/day paid from the resident to the Reentry Facility. The amount paid by the resident includes per diem and GPS fee reimbursement.

Phase IV: \$60.00 (one time reimbursement) from ACC to Reentry Facility.

* If residents are eligible for health insurance, the reimbursement rate will be increased by \$3.00 per day in Phases I, II, and III.

- F. Operation of a Reentry Facility:** Reentry Facility **must** provide supervision, housing and evidence based programs (EBP) and services directed at addressing criminogenic risk factors aimed at reducing recidivism among the target population. At a minimum, the programs **must** be in compliance with ACC Reentry Minimum Requirements (Attachment A) included at the time the contract agreement begins. The programs **must** include:

- Employment skills
- Job placement
- Reentry planning
- Criminal thinking
- Family reunification
- Pro-social support systems
- Education
- Substance abuse treatment
- Housing planning and placement

Note: ACC shall have the right to revise Administrative Directives at any point during the contract period.

V. MINIMUM QUALIFICATIONS

Reentry Facility **must** be licensed as an ACC Reentry Facility, prior to receiving residents from ADC.

VI. REENTRY FACILITY REQUIREMENTS

- A. Reentry Facility **must** provide evidence-based programs or services directed at addressing the criminogenic risk factors and stabilizing needs of the resident, which, if left unaddressed, could lead to community supervision violations and/or criminal reoffending.
- B. Reentry Facility **must** provide all personnel, management, security, equipment supplies, and services necessary for performance of all aspects of the contract.
- C. Reentry Facility **must** comply with all applicable federal, state, and local land use, building, and zoning codes, Corrections policies and procedures, as set forth by ACC.
- D. Reentry Facility **must** accept all resident placements from ACC if allowable by city, county, and state laws. Justifiable reasons include any that would result in the violation of local and/or state laws. Reentry Facility **must** provide, in writing, the reason for denial.
- E. Reentry Facility **must** meet or exceed the minimum standards and requirements established in this policy.
- F. Reentry Facility staff **shall** notify the ACC Reentry Officer of any resident's positive drug/alcohol test results immediately by phone.
- G. Reentry Facility staff **shall** respond to and notify the ACC Reentry Officer of subpoenas, court orders, search and/or arrest warrants.
- H. Reentry Facility staff **must** notify ACC immediately of any resident's violent or threatening behavior, endangerment of others, or awareness of a resident's attempted or actual escape from the facility.
- I. Reentry Facility **must** comply with all ACC Administrative Directives pertaining to Reentry Facilities.
- J. The Reentry Facility **must** possess an established chain-of-command. The chain-of-command **shall** be shown on an organization chart that includes a description of each position, outlining the management structure, responsibility, and contact information of each paid staff member. The organization chart **shall** be provided to ACC upon licensure.
- K. Reentry Facility **must** have trained staff on duty on the premises to provide 24 hour coverage, seven days a week. For purposes of this document, trained staff refers to staff that have completed an online or classroom training block developed by ACC within 10 days of hire or assignment. This coverage is to ensure safety of all staff and residents and secure supervision of all residents.

- L. Reentry Facility **must** ensure residents will not supervise or manage other residents at any point during their stay at the reentry facility. This does not restrict the hiring of staff with criminal convictions; however, staff may not be currently on supervision or have any outstanding dispositions for any reason.
- M. Reentry Facility **must** pass an annual Health Department inspection and inspection by the fire department and provide documentation of passing to ACC upon receipt.
- N. For any resulting contracts, all facilities **must** comply with local state fire regulations and applicable planning and zoning ordinances.

VII. PROHIBITED STAFF BEHAVIOR

Reentry Facility staff **shall not** under any circumstance:

- A. Exchange personal gifts or favors with residents, their family, or their friends.
- B. Accept any form of bribe or unlawful inducement.
- C. Discriminate against any resident on the basis of race, religion, creed, gender, national origin, disability, charge/offense, or other individual characteristics.
- D. Employ corporal punishment or unnecessary physical force.
- E. Subject residents to any form of physical or mental abuse.
- F. Withhold information from ACC including threats to the security of the facility, its staff, visitors, or community. This can lead to termination of contract.

VIII. FACILITY POLICY AND PROCEDURE

- A. Reentry Facility **must** develop and implement written policies and procedures, staff schedules, and security related practices that meet or exceed the requirements of this RFQ, the ACC Reentry Facility Program Schedule, Administrative Directive, and State and federal statutes. ACC **shall** have final approval of facility policies and procedures.
 - 1. The facility policies and procedures **must** be reviewed and updated at least annually and reviewed by ACC upon renewal of the license.
 - 2. A copy of all policy and procedures shall be provided to ACC Reentry Division. Updates and changes **must** be provided to ACC thirty (30) days prior to incorporation.
- B. Reentry Facility shall have written policy and procedures manual to include, but is not limited to, the following policies:
 - 1. Resident Discipline
 - 2. Resident Passes
 - 3. Release Processing
 - 4. Escape

5. Zero Tolerance for Sexual Harassment or Abuse
 6. No Smoking or Tobacco Use
 7. Food Poisoning
 8. Hostage Situations
- C. Reentry Facility **must** have a written policy and procedure which specifies fire prevention, regulations and practices to ensure the safety of residents, visitor, and staff for each location. At minimum, policy and procedure **must** address the following:
1. Provision of fire emergency planning sessions for staff and residents at least quarterly, with written documentation.
 2. Written evacuation plan posted for all residents to see.
 3. Working smoke detectors in each room that houses a resident.
- D. Reentry Facility **must** have written policy and procedures for emergency situations for each location and documented staff training. At a minimum, this **must** include information concerning:
1. Escapes.
 2. Medical emergencies.
 3. Housing Contingency Plan

IX. ASSIGNMENT OF RESIDENTS

The target population for Reentry placement is Male and Female inmates confined to an ADC or ACC facility and:

1. Who are within eighteen (18) months of their transfer eligibility (TE) date and meet other legal requirements; and
2. Who are moderate or high risk of recidivism as determined by the Arkansas Offender Risk Needs Assessment (ARORA); and/or
3. May include all ranges of felony offenses.

X. CLOTHING

If clothing is not obtained from the resident's family prior to placement, the Reentry Facility shall provide clothing for the transferring resident.

XI. SUPERVISION OF RESIDENTS

Neither ADC nor ACC will provide constant security supervision for residents. Supervision of the residents is mandated to the Reentry Facility. The Reentry Facility **shall** guarantee 24 hour supervision of the facility by trained Reentry Facility staff or volunteer.

XII. CELL PHONES

Arkansas state law prohibits a resident from having or having the use of electronic communication devices such as cell phones, pagers, or their components. The law also gives the same penalties (up to 20

years in prison, up to \$15,000 in fines) for a person who provides a resident with or allows a resident to use an electronic device.

XIII. IMMEDIATE FAMILY

Immediate family are those listed as such by ADC and shown in EOMIS.

XIV. VISITATION

Visitation is restricted to those on the approved visitation list and shown in EOMIS.

XV. RESIDENT RISK ASSESSMENT

The inmate risk assessment will be done by the Institutional Release Officer prior to transfer to the reentry facility. The risk assessment will accompany the resident to the facility.

XVI. RESIDENT GRIEVANCE PROCEDURE

The resident may submit a grievance to any staff member. The grievance must be submitted within 7 calendar days of the alleged incident. The Reentry Facility staff has 5 working days from the date the grievance is received to issue a written response. If the Reentry Facility staff can answer that grievance they will do so. If the Reentry Facility staff is unable to answer the grievance, they have 5 working days to inform the resident in writing that the grievance is being referred to the Reentry Officer.

The ACC Reentry Officer has 5 working days from the date the grievance is received to issue a written response. If the ACC Reentry Officer cannot answer the grievance, they have 5 working days to inform the resident in writing that the grievance is being referred to the Assistant Director of Reentry.

Likewise, if the resident does not agree with the response of the Reentry Officer, they have 5 working days to request in writing a review by the Assistant Director of Reentry.

The Assistant Director of Reentry has 5 working days from the date the grievance is received to issue a written response. The decision of the Assistant Director of Reentry is final.

Note: Issues of sexual harassment, sexual misconduct, or any other issue related to the Prison Rape Elimination Act do not fall into this normal grievance procedure. PREA issues will be handled through established PREA procedures.

XVII. MEDICAL TREATMENT

Medical services will be provided by a medical provider under contract with ACC. If a resident is transported to outside medical facilities for a stay of 24 hours or longer then Medicaid coverage will be used.

XVIII. MEALS

Reentry Facility shall provide at least three (3) meals per day for each resident with at least 1 hot meal per day. Total calories per day shall be at least 2500.

XIX. TRANSPORTATION

The Reentry Officer will transport residents transferred to ACC from the correctional facility to the Reentry facility. The Reentry Officer will transfer the approved personal belongings of the resident along with the resident.

Reentry Facility must transport residents, to places such as work, interviews, community programming, medical appointments, and emergencies. Residents shall not be in possession of a driver's license without

prior approval from ACC. If a resident's employment requires him/her to operate a vehicle, the resident **must** request approval from the vendor. The vendor must submit an "Approval to Operate Motor Vehicle" form to ACC, which shall include a description of the employment, reasons for the request, and any other relevant information. ACC maintains the final approval or denial for driving authorization.

XX. MENTORING

The Reentry Facility shall work with the ACC Mentoring Coordinator to ensure all residents are matched with a mentor. Reentry Facility shall provide space at the reentry facility for mentor meetings. If requested, the Reentry Facility shall assist the ACC Mentoring Coordinator in identifying and training community volunteers to serve as mentors in the Reentry Facility's area.

XXI. FAMILY REUNIFICATION

A strong support system upon return to the community is paramount in ensuring residents do not reoffend. Programming focused on building and/or rebuilding relationships with family, including children, unless legally prohibited, **must** be included in the reentry facility curriculum.

- a. Family reunification programming shall include individual and group activities to involve the entire family in the reentry process.
- b. Topics for family reunification programming shall include at a minimum:
 - i. Re-acclimation to the home
 - ii. Conflict Resolution
 - iii. Interpersonal communication
 - iv. Healthy relationships
 - v. Parenting
 - vi. Age appropriate activities for children with the parent

XXII. HOUSING

The resident reentry plan shall contain a post release housing plan. The resident, in collaboration with the Reentry Facility, shall identify potential suitable residences prior to release. For residents being released on supervision following the reentry facility, the Reentry Facility shall forward all notes concerning the potential residence to the ACC Reentry Officer to assist in preparation of the parole plan verification (PPV). Reentry Facility shall maintain a 90% placement rate for permanent and/or stable housing for residents releasing from the reentry facility.

XXIII. MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT

Reentry Facility shall assist residents with identifying substance abuse and mental health treatment providers in their area. When possible, the Reentry Facility shall be notified of mental health needs and appointments will be set up prior to referral to the reentry facility. Reentry Facility shall be responsible for ensuring the resident maintains the initial and all subsequent appointments. Reentry Facility shall ensure that any and all mental and medical medication are taken and are prescribed from a medical provider. When possible, Reentry Facility shall provide substance abuse support groups (i.e. AA, NA, or Celebrate Recovery) within the Reentry Facility or provide transportation for residents to attend groups outside the reentry facility.

XXIV. REENTRY PHASES

Reentry facility programming shall be comprised of four phases in accordance with the ACC Reentry Program Schedule (Attached). Residents shall move from one phase to the next by completing required components of each phase. Residents in each phase are provided with the same general program resources, however, the programs should build as the resident progresses through the phases.

A resident can be moved back to a previous phase if the need arises, however, a resident can only be moved back in phases one time before being transferred back to ADC for program failure.

XXV. REENTRY PLANNING AND RESIDENT FILE DOCUMENTATION

Upon placement at the Reentry Facility, staff shall create an resident file and a documented reentry plan for each resident based on the resident's ARORA provided by ACC. The reentry plan shall be completed within five (5) working days of placement and placed in the resident file. The Reentry Facility shall develop and monitor each resident's reentry plan according to the following requirements:

- A.** The resident file shall contain the resident's reentry plan, program referrals and progress, and employment progress notes.
- B.** The reentry plan shall include goals set in collaboration with the resident.
- C.** Within two (2) weeks of admission, the Reentry Facility shall meet with the resident to review the reentry plan and ensure the goals are clearly identified.
- D.** Reentry Facility shall assist the resident with prioritizing the goals of the reentry plan.
- E.** Reentry Facility shall meet with the resident at least weekly to monitor and review the progress of the reentry plan. Notes shall be maintained in the resident file.
- F.** The reentry plan shall also include a plan for continuity of care. The continuity of care plan **must** include:
 - a. Housing plan
 - b. Medical care.
 - c. Mental health treatment.
 - d. Substance abuse treatment.
- G.** To promote family reunification, the Reentry Facility shall make every effort to include the resident's family, including children, unless legally prohibited, in the reentry planning process. This can be accomplished through in-person meetings, telephone conferencing, or video conferencing.

XXVI. REENTRY FACILITY INFORMATION

- A. Electronic Monitors:** ACC will require the use of electronic monitoring devices during Phase I through III. ACC shall have the right to extend the conditions of electronic monitoring for any resident placement in the Reentry Facility.
- B. Program failure:** A resident may be removed from the program and returned to ADC for continued failures, acts or threats of violence, a positive drug test, or for any reason disrupting the security or good order of the facility.

C. PREA Compliance: Reentry Facilities will fall under the residential conditions of the Prison Rape Elimination Act and must make measurable efforts to obtain compliance with PREA.

D. Passes: Upon completion of Phase I of the program components, residents shall be allowed to request approval for day passes and/or extended passes (nights and weekends). Reentry Facility shall provide the resident with the necessary forms and procedures for applying for a day pass. The Reentry Officer must approve all day and extended passes for residents at the reentry facility.

Should a resident not arrive within thirty (30) minutes of the designated return time, the Reentry Facility will immediately notify ACC. Upon arrival, the Reentry Facility will immediately notify ACC and verify the reason for reporting late and determine the appropriate disciplinary action, in accordance with their policy guidelines.

E. Security Issues: In the event of a walk away, potential violence, or other issues of a security nature the Reentry Facility should immediately call the ACC Reentry Officer. The ACC Reentry Officer shall immediately notify the Assistant Director of Reentry by phone. For issues of active violence the Reentry Facility should immediately call the local law enforcement authorities and then contact the ACC Reentry Officer.

XXVII. PERFORMANCE STANDARDS

Reentry Facilities must meet or exceed the following performance standards to remain in compliance with the Reentry Facility license.

- A.** Maintain a 90% employment rate for residents at completion of the six month program.
- B.** Maintain a 90% stable housing rate for residents at completion of the six month program.
- C.** Maintain a recidivism rate not less than 10% lower than the statewide recidivism rate.
- D.** Maintain compliance with all ACC Policies and Procedures regarding the operation and program components of Reentry Facilities.

Failure to meet or exceed these performance standards will result in sanctions placed on the Reentry Facility ranging from a 60 day probationary period in which resident placement will be suspended up to termination of the Reentry Facility license.

XXVII. COLLABORATION

The following is established to gain continuity and coordination in the management of reentry housing and programming for residents:

- A.** The Reentry Facility must provide the names and numbers of those residents in their facility when requested.
- B.** The ACC Reentry Officer assigned to a facility will investigate and report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Coordinator for possible further referral or action.
- C.** Facility staff will communicate to the ACC Reentry Officer each positive drug/alcohol test results immediately.

- D.** Facility staff will respond to and notify the ACC Reentry Officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- E.** Facility staff will notify the ACC Reentry Officer immediately of any offender's violent or threatening behavior, endangerment of others, and awareness of a walk away from the facility.
- F.** The Housing Coordinator will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning residents, and make objective recommendations.
- G.** The Reentry Facility will post office staffing hours and will comply with posted staffing hours. There must be a staff member or volunteer present 24 hours per day.
- H.** the Reentry Facility will notify the Housing Coordinator of any staff additions with information needed to complete a criminal background check prior to their employment at the Reentry Facility.

XXVIII. CONTRACT COMPLIANCE

The owner/operator/manager of the facility must comply with all requirements/agreements of the RFQ/Contract as stated in the agreement as well as all requirements of this AD.

XXIX. RESIDENT FUNDS

The Reentry Facility will be responsible for maintaining individual resident accounts.

XXX. DRUG TESTING

Upon arrival at a Reentry Facility, residents will be drug tested twice each week by the facility and at the expense of the Facility using an ACC approved drug test.

XXXI. ATTACHMENTS/FORMS

Attachment A: Reentry Facility Minimum Requirement Checklist

Attachment B: Vendor Application

Attachment C: ACC Program Schedule

XXXII. REFERENCES

Act 146 of 2015

Act 895 of 2015

Act 479 of 2009

Facility Name: _____ **Date:** _____

**Arkansas Community Correction
Reentry Facility
Minimum Requirements Checklist**

During initial license inspections, annual renewal inspections, and unannounced visits by ACC staff, the following Minimum Requirement Checklist will be used. The inspections will not be limited to these items.

Copies of license or inspection by/from:

Inspector's Initials

1. Fire / Safety Inspection	Annually	
2. Health Department/Food Service	Annually	
3. Business License	Initial License or after remodel / repair	
4. Plumbing Code	Initial License or after remodel / repair	
5. Electrical Code	Initial License or after remodel / repair	
6. Zoning Approval, Public Hearing, or Special Use Permit. Note: for new construction, new location, a public hearing must be held that meets the requirements of Arkansas Law section 12-25-101(a)(2).		
7. Copy of transportation vehicles insurance.		
8. Copy of facility property and liability insurance		
9. List of all staff and volunteers for background check (owner/operator must obtain / maintain consent to release information from staff and volunteers) Note: No person currently on parole may supervise another offender, no person with a propensity for violence may serve as staff member, no person under 21 may serve as a staff member.		
10. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned. Contingency must be ample size.		
11. Copy of facility policy to subpoenas, court orders, arrest warrants		
12. Copy of policy stating notification of Reentry Officer and procedures when an resident escapes / walks away from the facility.		
13. Copy of facility Policy and Procedure Manual that is unique to this facility		
14. Copy of facility resident orientation materials including facility rules, and consequences for violations.		
15. Copy of programming curriculum.		
16. Admission and discharge policies and procedures		
17. Proof that the facility is pursuing PREA compliance.		
18. Is the facility ADA compliant?		
19. Are resident records confidential, uniform in format and content, and properly secured?		
20. Copy of policy that passes / furloughs for offenders are approved by the Reentry Officer.		
21. Copy of staff listing and staffing hours.		
22. Inspection team proof of adequate space in sleeping rooms for the number of		

occupants (minimum 50 square feet per intended occupant)	
23. Inspection team proof of individual storage space for offenders clothing and personal items	
24. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to offenders (1 to 8)	
25. Adequate laundry facilities at the Reentry Housing Facility	
26. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers	
27. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection	
28. Proof of vendors contacts for employment.	
29. Dining room with tables and chairs.	
30. Adequate Kitchen facilities.	
31. Facilities for programs.	
32. Facilities for break room / day room.	
33. Smoke alarms in Kitchen and all sleeping areas.	
34. Bulletin board prominently displaying in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, emergency staff contact information.	
35. Copy of facility policy concerning equal opportunity for employees.	
36. Copy of facility policy concerning equal opportunity for residents.	
37. Copy of certification with that facility does not employ illegal aliens.	
38. Inspection Team proof that all medication is behind double locks.	
39. Inspection Team proof of facility designee to accept medications.	
40. Check or Money Order attached to application.	



REENTRY FACILITY LICENSE APPLICATION

Check One: ☐ New Application ☐ Renewal Application Date: _____

Facility Name: _____

Address: _____

Street City State Zip

Owner/Operator: _____ County of Facility: _____

Name (Print or Type)

Telephone: _____ Cell# _____

Facility Director: _____

Name (Print or Type)

Telephone: _____ Cell# _____

Facility Email Address: _____

Housing Capacity: # of Males _____ # of Females _____

Is the facility accessible to individuals with physical disabilities? ☐ Yes ☐ No

Meals Served: ☐ Breakfast ☐ Lunch ☐ Dinner

Programs Provided	Yes	No	Services Provided	Yes	No
Employment Skills	<input type="checkbox"/>	<input type="checkbox"/>	Employment Assistance	<input type="checkbox"/>	<input type="checkbox"/>
Job Placement	<input type="checkbox"/>	<input type="checkbox"/>	Mental Health Services	<input type="checkbox"/>	<input type="checkbox"/>
Reentry Planning	<input type="checkbox"/>	<input type="checkbox"/>	Public Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Thinking	<input type="checkbox"/>	<input type="checkbox"/>	Private Transportation	<input type="checkbox"/>	<input type="checkbox"/>
Family Reunification	<input type="checkbox"/>	<input type="checkbox"/>	Resident Parking	<input type="checkbox"/>	<input type="checkbox"/>
Pro-Social Support	<input type="checkbox"/>	<input type="checkbox"/>	Laundry Services	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>			
Substance Abuse Treatment	<input type="checkbox"/>	<input type="checkbox"/>			
Housing Planning	<input type="checkbox"/>	<input type="checkbox"/>			
Other Programs:					

Please list the name, position, date of birth, social security number, race and gender (F-Female)
(M-Male) for each person who will provide services at the Reentry Facility.

Name (Print or Type)	Position	DOB	SS#	Race	Gender
Name (Print or Type)	Position	DOB	SS#	Race	Gender
Name (Print or Type)	Position	DOB	SS#	Race	Gender
Name (Print or Type)	Position	DOB	SS#	Race	Gender
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Name (Print or Type)	Position	DOB	SS#	Race	Gender
Name (Print or Type)	Position	DOB	SS#	Race	Gender
Name (Print or Type)	Position	DOB	SS#	Race	Gender

Signature of Applicant/Title:_____ Date:_____

Signature means agreement by owner/operator of the facility to comply with all policy rules, regulations and laws concerning ACC Reentry Facilities. Failure to comply may result in sanctions up to and including withdrawal of license be ACC and/or civil penalties for violation of state law. Owner/Operator is responsible for obtaining consent to release information for background checks for staff and volunteers.

Date received by ACC:_____ Application Completed: ☐ Yes ☐ No

If no, what action was taken? _____

Reentry Facility Coordinator Signature:_____

☐ Approved ☐ Denied

Approval of ACC Director_____ Date:_____